~ Plan to Stay in Business ~

All Hazards Preparedness & Emergency Response Plan

THIS PLAN IS TO BE REVIEWED AT LEAST ANNUALLY

Plan Created: _____
mm/dd/yyyy
Approval by: _____
Authorized Signature

Plan Reviewed/Updated: _____
mm/dd/yyyy
Approval by: _____
Authorized Signature

Plan Reviewed/Updated: _____
mm/dd/yyyy
Approval by: _____
Authorized Signature

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Authorized Signature

Plan Reviewed/Updated: _____
mm/dd/yyyy
Approval by: _____
Authorized Signature

Planning is an orderly, analytical, problem-solving process. It includes plan initiation, analysis of objectives, development and comparison of ways to achieve the objectives, and selection of the best solution.

Plans guide preparedness activities. They provide a common framework by establishing the desired end state, and the tasks and capabilities required to accomplish it.

Emergency planning addresses all hazards. The causes of emergencies can vary greatly, but many of the effects do not. This means planners can address emergency functions common to all hazards in the basic plan instead of having unique plans for every type of hazard.

Planning must involve all partners. The most realistic and complete plans are prepared by a team of representatives of the government agencies, private sector and non-governmental organizations (partners) that will execute the plan.

☑ **DEVELOP** an Emergency Plan for your facility**,**

☑ **COMMUNICATE** the Plan to your employees,

☑ **TRAIN** your employees to implement the Plan,

☑ **PRACTICE** your Plan regularly, and

☑ **UPDATE** your Plan with any significant changes to the facility, or at least annually.

Table of Contents

PURPOSE & SCOPE

Purpose

This emergency plan is to provide guidance to employees in the form of comprehensive, yet simple and flexible procedures that can apply to a variety of emergency incidents that may occur, including but not limited to:

- Weather-related emergency
- Fire and/or explosion
- Hazardous materials spill and/or chemical release
- Bomb Threat and/or Workplace violence

This written plan is designed to clearly provide the necessary information and guidance to ensure any assigned occupant can safely implement an evacuation of the facility to a safe location. Each employee is responsible for understanding and following this emergency plan.

Scope

Under this Plan, employees will be informed of:
- The Plan's purpose,
- Preferred means of reporting fires and other emergencies,
- Emergency escape procedures and route assignments,
- Procedures to be followed by employees who remain to control critical operations before they evacuate,
- Procedures to account for all employees after emergency evacuation has been completed,
- Rescue and medical duties for all employees who perform them, and,
- the alarm system (if equipped).

It is important to understand this plan must be maintained as current, therefore it must remain as a "living document" or work-in-progress.

GETTING STARTED CHECKLIST (Use these Benchmarks to Guide your Planning Process)

Designate an Emergency Coordinator and an Alternate Emergency Coordinator for your facility.

Designate Safety Monitors and Alternate Safety Monitors for specific work areas in the facility.

Obtain and Post Floor Plans with Evacuation Routes.

Establish Primary & Secondary Areas of Assembly at safe locations outside of your building.

Review your operations to determine Critical Operations that may require continuing attention or shutdown during an evacuation or other emergency. Develop procedures to ensure that requisite actions are taken during an emergency. Ensure that you have designated personnel to address these issues, provided them with the procedure, and trained them in its use.

Train the Evacuation Coordinator and all Safety Monitors on their responsibilities to implement the plan and assist in the safe and orderly evacuation of building occupants. Ensure that you have a procedure in place for communication and evacuation or safe refuge for disabled persons.

Customize the text and appendices of this Plan to your facility. Designate responsibility for plan custody, storage, annual review and update. Develop employee responsibility lists as indicated in the plan appendices. Develop a Training Plan Outline for distribution and review by employees.

Conduct training in Plan requirements with all building occupants. Ensure occupants are aware of evacuation procedures. Keep a copy of evacuation plan training records using the training form in the Plan appendix.

Conduct periodic evacuation drills and critique performance.

DESIGNATE AN EMERGENCY COORDINATOR

Emergencies and disasters are unpredictable, may occur at any moment and, usually without warning. When an emergency happens, the safety of all employees will depend on the level of planning and preparedness.

Emergency plans are an essential component of basic health and safety as well as business continuity planning. Emergency plans outline how an organization will:

- Provide for the safety of staff and visitors, and
- Coordinate emergency response procedures

NAME: _____   TITLE: _____….is designated as the **Emergency Coordinator** for this facility and has overall responsibility for the preparation and implementation of this Plan.

NAME: _____   TITLE: _____….is designated as the **Alternate Emergency Coordinator** for this facility.

The Emergency Coordinator will review and update the Plan as necessary. Copies of the Plan will be maintained in the _____.

PREPAREDNESS

The first step in preparedness is to assemble appropriate human and physical resources to do the job. Be prepared to do the following:

- Recruit a core Emergency Preparedness Coordinator or, if staff is adequate, a Committee that represents staff and other partners

- Collaborate with partners to develop and maintain the information for your emergency plan

- Arrange related staff preparedness education and training

- Purchase department emergency supplies

- Support the designated emergency manager during an incident

- Be certain procedures are in-place for making critical notifications during business hours and after-hours emergencies

- Establish "telephone trees" and "distribution" email lists to initiate rapid emergency notifications

- If possible/feasible create a department "Emergency Hotline" so that employees call into the department to hear recorded announcements and instructions

- Help prepare post-disaster impact summaries and insurance claims

Emergency Preparedness Committees may consider dividing their members into an Emergency Response Team and an Emergency Recovery Group to handle those specialized activities.

BUILDING EVACUATION FLOOR PLAN

To prepare a Building Evacuation Floor Plan:
- Obtain a floor plan of your building to use as a base plan.
- Add to the floor plan:
  - Primary and secondary routes of exit
    - Identify the two closest exits to the work area
    - Clearly mark these routes
  - Designated Area(s) of Assembly – Primary and Secondary
    - This should be a safe location(s) outside of your building that is away from building exits, entrances, parking, and loading areas where all employees/visitors can be accounted for.
  - Exit locations
  - Fire alarm pull station locations
  - Areas of Refuge for Disabled Occupants
    - These are areas within the building for use in assisting with the evacuation of disabled occupants and visitors. These areas should be located close to an exit or stairway, have windows and a phone.
  - Portable fire extinguisher locations
  - Location of Automated External Defibrillators (AED)
    - Although AED's are not considered to be part of the fire system, they are considered a critical component in emergency situations. A trained individual should be assigned the responsibility of ensuring the AED is taken out of the building as part of the evacuation procedure.
- Copies of the Evacuation Floor Plans should be posted within the building at:
  - Every Floor
  - Lobbies
  - Elevator lobbies
  - Corridors and other locations where exits are not readily visible.

BUILDING INFORMATION

SAMPLE FLOOR PLAN

<Remove this page and replace with Evacuation Map(s) for your facility>

EMERGENCY EVACUATION STEPS

- ✓ **Step 1:** **If a fire or any type of emergency exists, evacuation must occur.**

    Individual who discovers fire must ensure Steps 2 and 3 occur before attempting to fight an incipient fire using the PASS, (Pull, Aim, Squeeze, Sweep) method.

- ✓ **Step 2:** **Activate the fire alarm.**

    Designated Areas of Refuge
    If an occupant is unable to evacuate from above and or below the grade level exit, they must proceed to the closest and safest area of refuge. Inform 9-1-1 Center of their location and that they are unable to leave the building.
    Designated Areas of Refuge are to be established on each floor of the Building.

- ✓ **Step 3:** **Call 9-1-1.**

    When a confirmed fire exists, it is critical to inform 9-1-1 Center operator of the following information: **Provide building address and location of fire or other emergency.**

- ✓ **Step 4:** **Evacuate the building whenever the fire alarm sounds.**

    Close any doors, leave the building and relocate to a safe, designated area for accountability.

- ✓ **Step 5:** **Reassemble at a safe location and verify accountability - <u>Primary</u> or <u>Secondary</u> Area of Assembly.**

    All occupants must reassemble at the designated assembly area away from the building. Directors proceed with taking attendance of employees to ensure everyone is accounted for. If it is known that someone is still in the building, notify the emergency response personnel with the information and their location within the facility.

    The person responsible for designating primary and secondary assembly areas for employees to gather in an emergency evacuation is: _____.

- ✓ **Step 6:** **Do not re-enter until authorized by emergency personnel.**

AREA(S) OF ASSEMBLY   (AREA = DIVISION, DEPARTMENT, FLOOR, REGION, OR SECTION OF THE FACILITY)

PRIMARY AREA OF ASSEMBLY

The primary area of assembly for _____ is located:
                                                               Area 1

_____

SECONDARY AREA OF ASSEMBLY

The secondary area of assembly **(use only if the Primary Area of Assembly cannot be accessed) for** _____ is located:
                                                                                Area 1

_____

PRIMARY AREA OF ASSEMBLY

The primary area of assembly for _____ is located:
                                                               Area 2

_____

SECONDARY AREA OF ASSEMBLY

The secondary area of assembly **(use only if the Primary Area of Assembly cannot be accessed) for** _____ is located:
                                                                               Area 2

_____

PRIMARY AREA OF ASSEMBLY

The primary area of assembly for _____ is located:
                                                               Area 3

_____

SECONDARY AREA OF ASSEMBLY

The secondary area of assembly **(use only if the Primary Area of Assembly cannot be accessed) for** _____ is located:
                                                                               Area 3

_____

PRIMARY AREA OF ASSEMBLY MAP

<Remove this page and replace with Area of Assembly Map(s) for your facility>

SAMPLE "AREA OF ASSEMBLY" MAP

SECONDARY AREA OF ASSEMBLY MAP

<Remove this page and replace with Area of Assembly Map(s) for your facility>

STAGING AREAS - EMERGENCY SERVICES

In the event of an emergency, the areas immediately adjacent to the building will be utilized as staging areas for emergency services (police and fire) equipment and personnel.

These areas must be kept clear at all times once individuals have evacuated. Staging areas provided for police and fire services can become dangerous to building occupants during emergency situations.

Therefore, once building occupants have evacuated to safe areas, they are not to re-enter the staging areas until an 'all-clear' message has been communicated by emergency personnel.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities are determined and established by management. To ensure all duties and responsibilities are achieved efficiently and effectively, the staff must have appropriate delegation of specific tasks, e.g. monitor duties.

Utilize an organizational chain-of-command flow chart to assign tasks related to duties and responsibilities. *<see page 28>*

In general, the goal is to maintain proficiency and certification of certain staff members in CPR, First-Aid, and AED.

Special Duties

Designated individuals (area monitors) shall be established to ensure safe exiting outside of the facility, directing occupants to the designated assembly point, and preventing re-entry to the facility (prevention of re-entry to anyone except emergency personnel ensures the protection of life and property—company and personal property).

SPECIAL CONSIDERATIONS

In addition to the normal emergency department personnel duties and responsibilities, the following must also be considered and understood:

Personal limitations - As adults, each individual is solely responsible for themselves. Any individual with physical limitations should advise others of any conditions or limitations they may have and any arrangements or agreements for assistance with other staff members must be preplanned and clearly understood. An "area of refuge" (near a phone, furthest away from hazard areas within the facility, and close to or near a window accessible by the fire department) must be preplanned within the facility for those unable to exit the facility in normal fashion.

Guests (Unfamiliar with the facility) - The host must be prudent in assuring the security and safety of their guests/visitors. Although as adults, we are responsible for our own welfare—familiarizing ourselves with any facilities we visit (life safety systems, exit locations, fire extinguishers, etc…), guests/visitors will rely on the host to provide direction and assistance with evacuating the facility in an emergency. In the case of large numbers of visitors, the host should always identify the exits as well as assist in an actual emergency.

DESIGNATED AREA MONITORS

1. On hearing the fire alarm, monitors should immediately render the room/cubicles they are in as safe according to fire evacuation procedures.

2. After allowing time for the main body of people to evacuate, and only if safe to do so, monitors should then check the rooms/cubicles in the immediate area. Working through the rooms/cubicles systematically and closing doors if needed as each area is cleared.

3. One monitor should be assigned to each individual within a department with disabilities (buddy system) to assist that individual to a designated rescue area, stair landing, or with evacuation procedures.

4. Monitors should take the closest First Aid Kit and AED when they evacuate.

5. When all rooms listed on the fire evacuation plan have been checked clear, monitors must leave the building via the nearest available exit.

6. At either meeting place (Primary or Secondary assembly areas) monitors should assist supervisors with a head count of the people that should be at the meeting site.

7. Communicate whether all staff has exited the building to senior management person and to emergency personnel.

General Duties (Prior to an emergency, during normal business)

Monitors have an important role to play by observing the fire safety guidelines provided in training and should be continually on the lookout for such things as possible malfunctioning fire extinguishers, fire exits that are blocked, missing keys for exits, and the fire evacuation diagrams. If any other possible hazards are identified, they should be reported without delay.

DESIGNATED AREA MONITORS

(Area = Division, Department, Floor, Region, or Section of the facility)

AREA: _____   MONITOR: _____

ALTERNATE: _____

AREA: _____   MONITOR: _____

ALTERNATE: _____

AREA: _____   MONITOR: _____

ALTERNATE: _____

AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

Automated External Defibrillators (AED'S) may be installed within the building (see floor plans section for location). It is recommended that selected staff attend training certifying them in CPR, First-Aid, and AED. One individual from each floor of the building shall be designated and responsible for removing the AED on their respective floor and carrying it to the safe areas for possible emergency use.

Designated monitor responsible for the AED is:

AREA: _____   MONITOR: _____

ALTERNATE: _____

Designated monitor responsible for the AED is:

AREA: _____   MONITOR: _____

ALTERNATE: _____

Designated monitor responsible for the AED is:

AREA: _____   MONITOR: _____

ALTERNATE: _____

DESIGNATED AREAS OF REFUGE

A "designated area of refuge" (near a phone, furthest away from hazard areas within the facility, and close to or near a window accessible by the fire department) must be preplanned within the facility for those unable to exit the facility in normal fashion, (see building floor plan pages in section 2 for visual locations established as an "area of refuge") and/or if unable to exit floors higher than floor one, individuals with physical limitations should be assisted to one of the "areas of refuge" or remaining on a stairwell landing in one of the facilities exit stairs of their floor would be the safest place. Staff members assisting individuals with limitations must inform emergency services personnel responding to the building immediately of the need for rescue assistance for disabled individuals and their location.

If unable to exit the floor, individuals should move to and remain on the nearest stairway landing until emergency rescue personnel arrive.

SECOND FLOOR:

The Primary Area of Rescue Assistance is located:

_____

The Secondary Area of Rescue Assistance is located:

_____

THIRD FLOOR:

The Primary Area of Rescue Assistance is located:

_____

The Secondary Area of Rescue Assistance is located:

_____

EVACUATION PROCEDURES FOR PEOPLE WITH DISABILITIES

IN ALL EMERGENCIES, AFTER AN EVACUATION HAS BEEN ORDERED:

- People with disabilities should evacuate themselves from the building if possible.
- If safe to do so, assist persons with disabilities (as indicated by that person), or direct them to the nearest stairwell. Notify Emergency Personnel of the person's location.
- DO NOT use elevators, unless authorized to do so by police or fire personnel.
- If an individual with a disability cannot evacuate him/herself from the building, he/she should go to the nearest stairwell if it is safe to do so, and tell someone who is evacuating from the building that he/she is trapped there.
- Check on people with special needs during an evacuation. A "buddy system", where people with disabilities arrange for volunteers (co-workers/ neighbors) to alert them and assist them in an emergency, is a good method.
- Attempt a rescue evacuation ONLY if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.
- Always ASK someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

RESPONSES TO EMERGENCIES:

MOBILITY IMPAIRMENT, (REFERS TO ANY INDIVIDUAL UNABLE TO EXIT THE BUILDING DUE TO ANY CONDITION)
Bomb Threat, Earthquake, Fire, and Hazardous Materials Releases:
- It may be necessary to help clear the exit route of debris (if safe to do so) so that the person with a disability can move out or to a safer area.
- If persons with mobility impairments cannot exit, they should move to a stairwell or a Designated Area of Refuge (Shelter-in-Place).
- Notify police or fire personnel immediately about any people remaining in the building and their locations.
- Police or fire personnel will decide whether people are safe where they are and will evacuate them as necessary. The Fire Department may determine whether it is safe to override the rule against using elevators.

TRAINING AND FIRE/EVACUATION DRILLS

Training - Training is an integral part of any safety program, and it is responsible management to ensure that all employees are trained on the Emergency Plan. It is the responsibility of the employee to become familiar with the Emergency Plan, to know evacuation routes, procedures, and the location of assembly areas.

A copy of the emergency evacuation plan will be provided to all employees for review. Employees will receive plan updates at least annually thereafter, which will incorporate a review of the emergency evacuation plan and it's components to ensure everyone understands it in its entirety.

Fire Drills – Fire/evacuation drills affecting all employees should be routinely conducted, so that emergency procedures can be tested and to determine if changes are needed to the evacuation plan. Such drills involve employees following evacuation procedures and physically moving to the designated safe areas.

At the time of each fire drill, department phone tree procedures will be implemented, tested and evaluated for effectiveness.

IMMEDIATE, CRITICAL NOTIFICATIONS

FIRE	Phone Number
Fire Emergency	**911**
MEDICAL EMERGENCY	
Ambulance	**911**
POLICE	
Police Emergency	**911**
Brown County Sheriff Emergency	**911**
OTHER	
____	____
____	____
____	____
____	____
____	____
____	____

FACILITY EMERGENCY STAFF – IMMEDIATE NOTIFICATIONS

Add contact information for those that will need to be contacted in case of emergency, a minimum of four emergency staff members should be listed.

NAME: _____

OFFICE #: _____

MOBILE #: _____

HOME #: _____

EMAIL: _____

NAME: _____

OFFICE #: _____

MOBILE #: _____

HOME #: _____

EMAIL: _____

NAME: _____

OFFICE #: _____

MOBILE #: _____

HOME #: _____

EMAIL: _____

NAME: _____

OFFICE #: _____

MOBILE #: _____

HOME #: _____

EMAIL: _____

IMPORTANT, BUT NOT IMMEDIATE NOTIFICATIONS

Name and Title	Office Phone	Home Phone	Cell Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

VENDOR SERVICES AND SUPPLIES CONTACT INFORMATION

Vendor Name	Phone Number	Account Number	Additional Information

COMMUNITY RESOURCES

FIRE	PHONE
Fire Department Non-Emergency	_____
Fire Prevention Office	_____
MEDICAL	
In-House Medical	_____
Local Clinic	_____
Ambulance Service Non-Emergency	_____
POLICE	
Local Police Non-Emergency	_____
Brown County Sheriff Non-Emergency	920-448-4200
HOSPITALS	
Bellin Hospital	920-433-3500
Aurora BayCare Hospital	920-288-3250
St. Mary's Hospital	920-498-4200
St. Vincent Hospital	920-433-0111
PLANNING RESOURCES	
Red Cross	920-746-2167
Chamber of Commerce	920-437-8704
Brown County Emergency Management	920-391-7430

Wisconsin Division of Emergency Management	**800-943-0003**
U.S. Small Business Administration	**800-827-5722**
FEMA – Region V	**312-408-5500**
OSHA – Region V	**312-886-6293**
EPA – Region 5	**800-621-8431**
UTILITY COMPANIES	
Wisconsin Public Service	**800-450-7299**
Brown County Public Works	**920-676-5270**
GB Metropolitan Sewerage	**920-432-4893**
Local Water Utility	
LOCAL TELEVISION STATIONS	
WBAY - 2	**920-432-3331**
WLUK - 11	**920-4948711**
WFRV - 5	**920-437-5555**
WGBA - 26	**920-494-2626**

LOCAL RADIO STATIONS	
WIXX	920-455-1011
WGEE	920-455-1360
WNFL	920-455-1440
WDUZ	920-468-4100
OTHER RESOURCES	

FACILITY EMERGENCY ORGANIZATION CHART
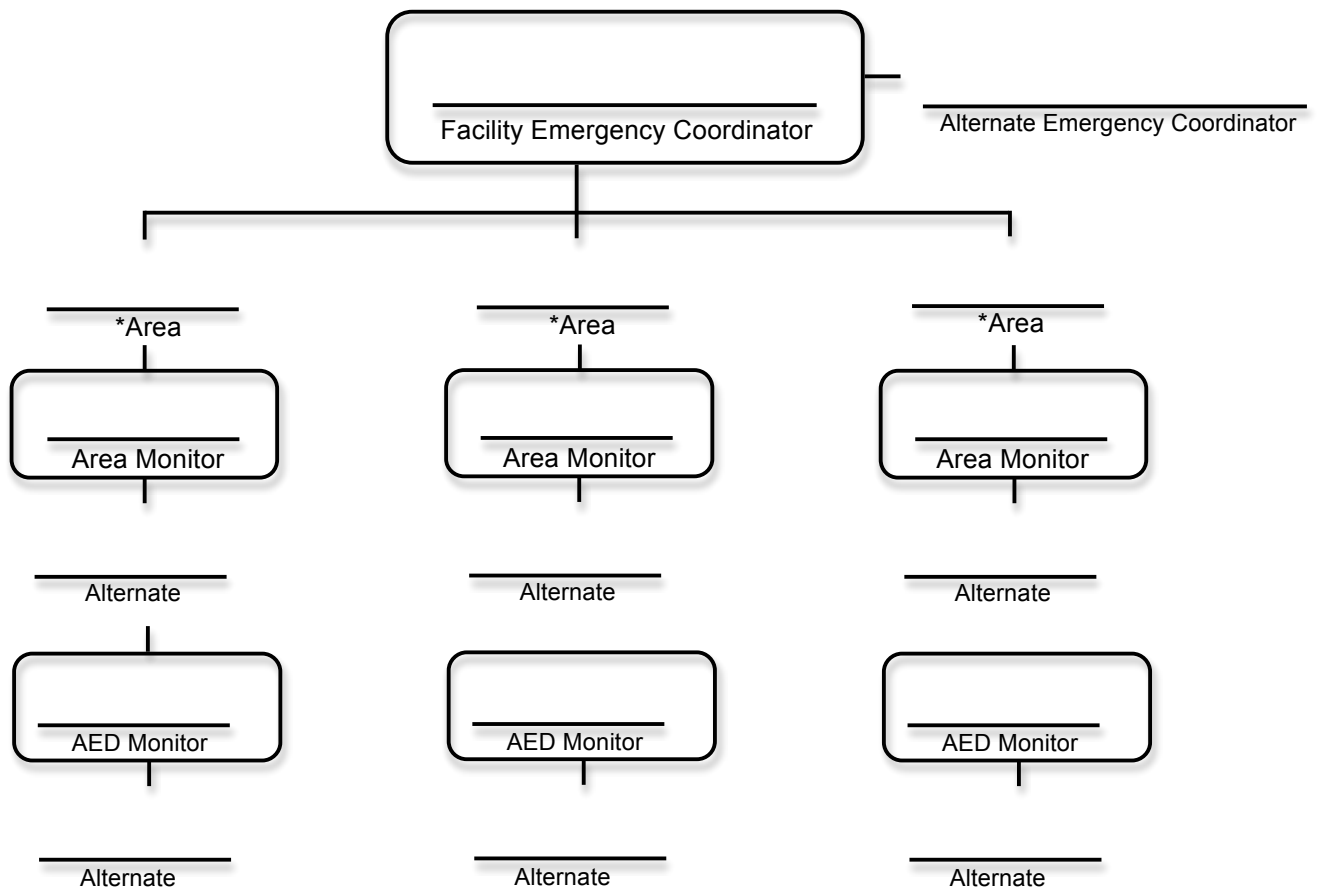
```
                    ┌──────────────────────────┐
                    │   _____        │────── _____
                    │  Facility Emergency       │      Alternate Emergency Coordinator
                    │      Coordinator          │
                    └──────────────────────────┘
                                 │
        ┌────────────────────────┼────────────────────────┐
    _____                 _____                 _____
     *Area                    *Area                    *Area
   ┌─────────┐             ┌─────────┐             ┌─────────┐
   │ _____ │             │ _____ │             │ _____ │
   │Area Monitor│          │Area Monitor│          │Area Monitor│
   └─────────┘             └─────────┘             └─────────┘
        │                       │                       │
    _____                _____                _____
    Alternate               Alternate               Alternate
   ┌─────────┐             ┌─────────┐             ┌─────────┐
   │ _____ │             │ _____ │             │ _____ │
   │AED Monitor│           │AED Monitor│           │AED Monitor│
   └─────────┘             └─────────┘             └─────────┘
        │                       │                       │
    _____                _____                _____
    Alternate               Alternate               Alternate
```

*AREA = DIVISION, DEPARTMENT, FLOOR, REGION, OR SECTION OF THE FACILITY)

AREAS OF HIGH RISK

This is to identify two types of high risks in your department and then determine if there are ways to minimize the risks. The two types of risks are:

- Risks of department's business/assets (for Human Resources it might be legal personnel records, payroll etc... To minimize the risks make sure redundant records are secured in two different buildings or have all records in fireproof files).

- Risks of department's operation that may cause unnecessary hazardous conditions or exposure to occupants (flammable substances, toxic materials, nuclear reactor, commercial power equipment, and other items requiring special shutdown procedures to prevent unsafe conditions/exposures).

Contact Brown County Emergency Management to identify what (if any) nearby facilities may have the potential to affect your employees (exposure) as the result of a chemical emergency.

AREAS OF HIGH RISK (EXPOSURE-TYPE RISKS ONLY)

<Insert a Map or Maps of Areas of High Risk for your facility >

AREAS OF HIGH RISK

Room No.	Department	Space Description of High Risk Area • Operations or areas of the building which have the potential/capability of creating hazardous conditions/exposures to occupants (i.e., laboratories with hazardous materials, radiation or laser labs, large commercial type mechanical systems--large motors, high voltage equipment & transformers, etc…).OR, • Things that are vital business operations that if lost, stolen, or damaged are high risk to the business of your operation (i.e., ongoing contracts, documents, or equipment pertinent to sustain your business operations, etc…).	NFPA HazMat				Special shutdown procedures
			Health Hazards	Flammables	Instability	Special Hazards	
EXAMPLE			#	#	#	Letter	Y/N
4R	IT	200 lbs. Sulfuric Acid in computer battery-backup system	3	0	2	W̶	Y

SPECIAL DUTIES AND SHUTDOWN PROCEDURES

- Create easy to carry container of important items to take with during evacuation. Items should include, but are not limited to:
  - Copy of evacuation plan
  - Important keys
  - First aid kit –(Need Site Locations)
  - Cell phone
  - Laptop computers if possible
- Close any and all doors
- Equipment/operation shut downs (computers, equipment, processes, items generating heat or open flames, etc…)
- Facilities shutdown (utilities, special building equipment such as air handlers, exhaust fans and elevators, etc…)

< List equipment that must be shut down >

Equipment: _____ Location of Shut-off : _____

Person responsible for shutdown: _____

Equipment: _____ Location of Shut-off : _____

Person responsible for shutdown: _____

Equipment: _____ Location of Shut-off : _____

Person responsible for shutdown: _____

Equipment: _____ Location of Shut-off : _____

Person responsible for shutdown: _____

RECOVERY INFORMATION

DOCUMENTING EMERGENCY OUTCOMES

Once the safety and status of your staff has been assured, and emergency conditions have abated, assemble an Emergency Recovery Team to begin the restoration of the company's programs.

- Ensure that all computer work is backed up

It will be important to begin a timely and comprehensive assessment of the emergency's physical and operational effects. Plan ahead for how you will collect this important impact information.

- Upper management will need ongoing status reports from your unit during the emergency to estimate when your program can be fully operational and to identify special facility, equipment, and personnel issues or resources that will speed business resumption

- Management may need detailed facilities data for the area to estimate temporary space reallocation needs and strategies

- Most insurance and FEMA assistance claims will require extensive documentation of damaged facilities, lost equipment and resources, and special personnel expenses. Workers' Compensation claims may arise if there are injuries in your department.

All of your documentation on emergency impacts should be coordinated with upper management. The following form provides a format for summarizing this crucial information.

RECOVERY INFORMATION

Emergency Recovery Support Needs/Logistical Issues

List immediate facility and space needs

- _____
- _____
- _____
- _____

List urgent equipment requirements to become operational

- _____
- _____
- _____
- _____

List critical personnel and resources issues

- _____
- _____
- _____
- _____

FORMS -- EMPLOYEE/OCCUPANT ACCOUNTABILITY
MAKE COPIES AS NEEDED

**Keep a copy of this list in an easily accessible location, such as the front of your Emergency Plan Binder. In an emergency, take the list with you when you leave the building. Note persons in your area as they are accounted for, and notify the Emergency Coordinator, or Fire Department if you know of someone in your area who could not get out of the building.

Table of Area Occupants for _____

~~ Everyone in the area must be listed ~~

Name - Title	Accounted?	Dept.	Room No.	Phone No.

FORMS -- COMPANY PHONE TREE -- (TO INCLUDE WORK, HOME, CELL AND PAGER #'S)
MAKE COPIES AS NEEDED

~~ Confidential Information ~~

<Copy and insert one page for each area/division>

Each Manager is responsible for contacting each person in their division to inform them of the emergency. To complete the telephone tree each manager must then call the head of the Department to inform them that everyone has been notified.

This is confidential information, everyone within the department needs to be on the telephone tree - it is important that this be updated when someone leaves, enters or changes a number

Name and Title	Office Phone	Home Phone	Cell Phone
MGR.-	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FORMS -- PLAN REVIEW SHEET
MAKE COPIES AS NEEDED

All employees must review the emergency plan annually or whenever there are plan or facility design/occupancy use changes (each individual must print, sign, and date the review sheet once their review is accomplished). In addition, on an annual basis, all staff must maintain proficiency in the use of portable fire extinguishers.

EMERGENCY EVACUATION PLAN REVIEW SHEET
Use this form to indicate each employee has reviewed the plan Copy at least annually. Please Print

Name	Signature	Date

INCIDENT COMMAND – SAMPLE MOU

[Company Logo]   [Responding Agency Logo]

MEMORANDUM OF UNDERSTANDING
Between

And
Responding Agency

Issue Date	Last Update	Review Date	Text Name
			Incident Command

I.   Purpose

The purpose of this MOU policy is to provide a clear explanation of the Incident Command System (ICS). The Incident Command System:

➢ Is a standardized management tool for meeting the demands of small or large emergency or nonemergency situations.

➢ Represents "best practices" and has become the standard for emergency management across the country.

➢ May be used for planned events, natural disasters, and acts of terrorism.

➢ Is a key feature of the National Incident Management System (NIMS).

The ICS is a management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to enable effective and efficient domestic incident management. A basic premise of ICS is that it is widely applicable. It is used to organize both near-term and long-term field-level operations for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade. ICS is used by all levels of government—Federal, State, local, and tribal—as well as by many private-sector and nongovernmental organizations. ICS is also applicable across disciplines. It is normally structured to facilitate activities in five major functional areas: command, operations, planning, logistics, and finance and administration.

II.   Policy

This policy establishes the Incident Command System (ICS) for management of emergencies to which the signed parties may become engaged. This policy is meant to enhance collaboration and cooperation for planning and response between the public and private agencies listed, each recognizing that the other has a substantial stake in successful outcomes.

III.   Terms and Definitions

The essential ICS features are listed below:

Standardization:

➢ **Common Terminology:** Using common terminology helps to define organizational functions, incident facilities, resource descriptions, and position titles.

Command:

➢ **Establishment and Transfer of Command:** The command function must be clearly established from the beginning of an incident. When command is transferred, the process must include a briefing that captures all essential information for continuing safe and effective operations.

➢ **Chain of Command and Unity of Command:** Chain of command refers to the orderly line of authority within the ranks of the incident management organization. Unity of command means that every individual has a designated supervisor to whom he or she reports at the scene of the incident. These principles clarify reporting relationships and eliminate the confusion caused by multiple, conflicting directives. Incident managers at all levels must be able to control the actions of all personnel under their supervision.

➢ **Unified Command:** In incidents involving multiple jurisdictions, a single jurisdiction with multiagency involvement, or multiple jurisdictions with multiagency involvement, Unified Command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability.

Planning/Organizational Structure:

➢ **Management by Objectives:** Includes establishing overarching objectives; developing strategies based on incident objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to attain them, in support of defined strategies; and documenting results to measure performance and facilitate corrective action.

➢ **Modular Organization:** The Incident Command organizational structure develops in a modular fashion that is based on the size and complexity of the incident, as well as the specifics of the hazard environment created by the incident.

➢ **Incident Action Planning:** Incident Action Plans (IAPs) provide a coherent means of communicating the overall incident objectives in the context of both operational and support activities.

➢ **Manageable Span of Control:** Span of control is key to effective and efficient incident management. Within ICS, the span of control of any individual with incident management supervisory responsibility should range from three to seven subordinates.

Facilities and Resources:

➢ **Incident Locations and Facilities:** Various types of operational support facilities are established in the vicinity of an incident to accomplish a variety of purposes. Typical designated facilities include Incident Command Posts, Bases, Camps, Staging Areas, Mass Casualty Triage Areas, and others as required.

➢ **Comprehensive Resource Management:** Maintaining an accurate and up-to-date picture of resource utilization is a critical component of incident management. Resources are defined as personnel, teams, equipment, supplies, and facilities available or potentially available for assignment or allocation in support of incident management and emergency response activities.

Communications/Information Management:

➢ **Integrated Communications:** Incident communications are facilitated through the development and use of a common communications plan and interoperable communications processes and architectures.

➢ **Information and Intelligence Management:** The incident management organization must establish a process for gathering, analyzing, sharing, and managing incident-related information and intelligence.

Professionalism:

➢ **Accountability:** Effective accountability at all jurisdictional levels and within individual functional areas during incident operations is essential. To that end, the following principles must be adhered to:

➢ **Check-In:** All responders, regardless of agency affiliation, must report in to receive an assignment in accordance with the procedures established by the Incident Commander.

➢ **Incident Action Plan:** Response operations must be directed and coordinated as outlined in the IAP.

➢ **Unity of Command:** Each individual involved in incident operations will be assigned to only one supervisor.

➢ **Personal Responsibility:** All responders are expected to use good judgment and be accountable for their actions.

➢ **Span of Control:** Supervisors must be able to adequately supervise and control their subordinates, as well as communicate with and manage all resources under their supervision.

➢ **Resource Tracking:** Supervisors must record and report resource status changes as they occur.
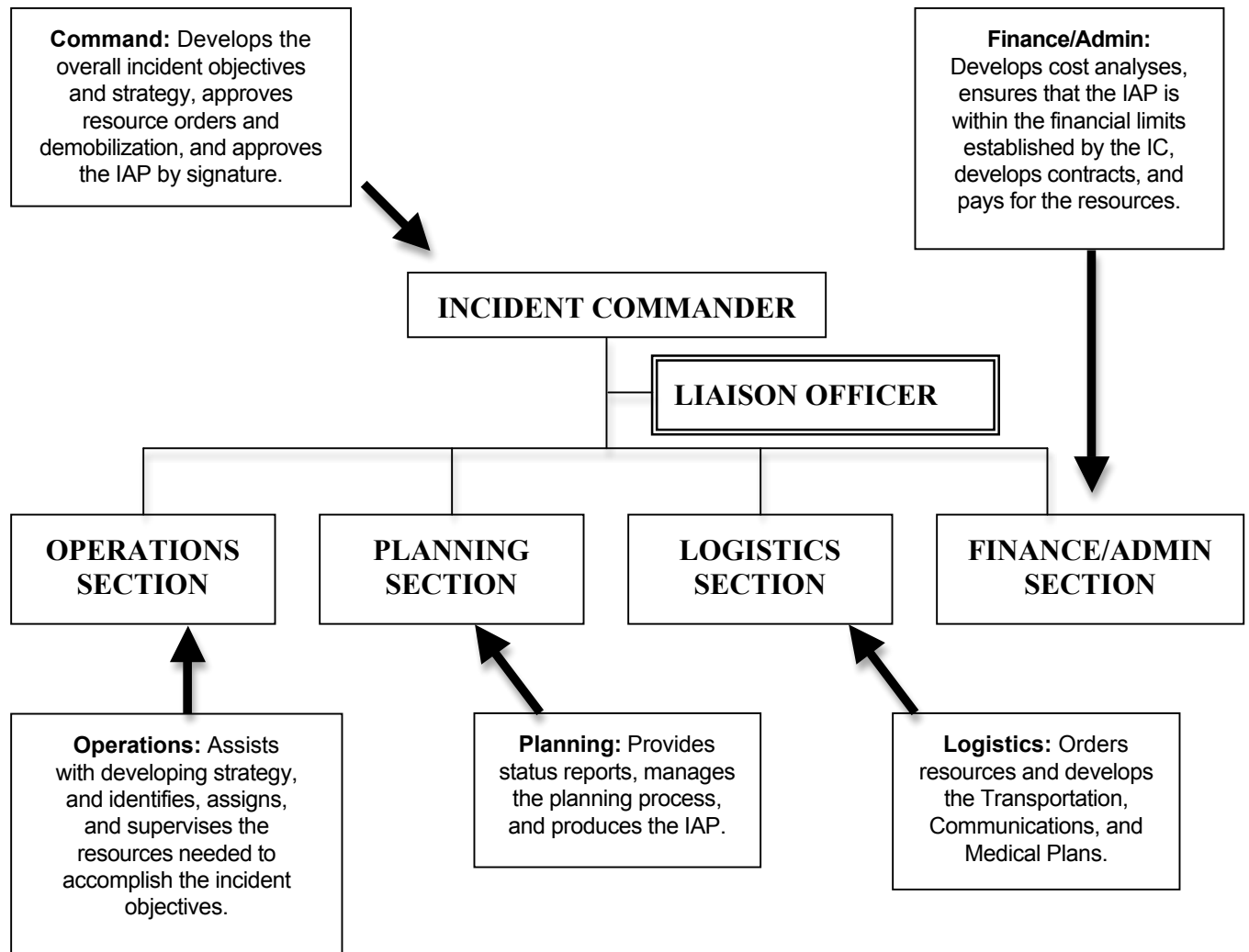
Dispatch/Deployment:

➢ **Dispatch/Deployment:** Personnel and equipment should respond only when requested or when dispatched by an appropriate authority.

IV.   Modular Organization

Standardization of the ICS organizational chart and associated terms does not limit the flexibility of the system. (See the chart on the next page.)

A key principle of ICS is its flexibility. The ICS organization may be expanded easily from a very small size for routine operations to a larger organization capable of handling catastrophic events.

Flexibility does not mean that the ICS feature of common terminology is superseded.   Note that flexibility is allowed within the standard ICS organizational structure and position titles.

Command: Develops the overall incident objectives and strategy, approves resource orders and demobilization, and approves the IAP by signature.

Finance/Admin: Develops cost analyses, ensures that the IAP is within the financial limits established by the IC, develops contracts, and pays for the resources.

INCIDENT COMMANDER

LIAISON OFFICER

OPERATIONS SECTION

PLANNING SECTION

LOGISTICS SECTION

FINANCE/ADMIN SECTION

Operations: Assists with developing strategy, and identifies, assigns, and supervises the resources needed to accomplish the incident objectives.

Planning: Provides status reports, manages the planning process, and produces the IAP.

Logistics: Orders resources and develops the Transportation, Communications, and Medical Plans.

Organizational chart showing that Command develops the overall incident objectives and strategy, approves resource orders and demobilization, and approves the IAP by signature.

Operations assists with developing strategy, and identifies, assigns, and supervises the resources needed to accomplish the incident objectives. Planning provides status reports, manages the planning process, and produces the IAP. Logistics orders resources and develops the Transportation, Communications, and Medical Plans. Finance/Administration develops cost analyses, ensures that the IAP is within the financial limits established by the Incident Commander, develops contracts, and pays for the resources.

The Incident Commander will appoint a Liaison Officer to serve as the communications link between emergency responders and facility/company stakeholders.

V. Unified Command

The Unified Command organization consists of the Incident Commanders from the various jurisdictions or agencies operating together to form a single command structure.

Overview

Unified Command is an important element in multijurisdictional or multiagency domestic incident management. It provides guidelines to enable agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact effectively.

As a team effort, Unified Command overcomes much of the inefficiency and duplication of effort that can occur when agencies from different functional and geographic jurisdictions, or agencies at different levels of government, operate without a common system or organizational framework.

All agencies with jurisdictional authority or functional responsibility for any or all aspects of an incident participate in the Unified Command structure and contribute to the following process and responsibilities:

➢ Determining overall incident strategies.

➢ Selecting objectives.

➢ Ensuring that joint planning for tactical activities is accomplished in accordance with approved incident objectives.

➢ Ensuring the integration of tactical operations.

➢ Approving, committing, and making optimal use of all assigned resources.

➢ The exact composition of the Unified Command structure will depend on the location(s) of the incident (i.e., which geographical administrative jurisdictions are involved) and the type of incident (i.e., which functional agencies of the involved jurisdiction(s) are required). In the case of some multijurisdictional incidents, the designation of a single Incident Commander may be considered to promote greater unity of effort and efficiency.

Authority

Authority and responsibility for an Incident Commander to manage an incident or event comes in the form of a delegation of authority from the agency executive or administrator of the jurisdiction of occurrence or inherent in existing agency policies and procedures.   When an incident/event spans multiple jurisdictions this responsibility belongs to the various jurisdictional and agency executives or administrators who set policy and are accountable to their jurisdictions or agencies. They must appropriately delegate to the Unified Commanders the authority to manage the incident.

Given this authority, the Unified Commanders will then collectively develop one comprehensive set of incident objectives and use them to develop strategies.

Advantages of Using Unified Command

The advantages of using Unified Command include:

➢ A single set of objectives is developed for the entire incident.

➢ A collective approach is used to develop strategies to achieve incident objectives.

➢ Information flow and coordination is improved between all jurisdictions and agencies involved in the incident.

➢ All agencies with responsibility for the incident have an understanding of joint priorities and restrictions.

➢ No agency's legal authorities will be compromised or neglected.

➢ The combined efforts of all agencies are optimized as they perform their respective assignments under a single Incident Action Plan.

VI. Joint Information Center (JIC):

The joint information center provides an organized, integrated, and coordinated mechanism to ensure the delivery of understandable, timely, accurate, and consistent information to the public in a crisis. It includes plans protocols, and structures used to provide information to the public during incident operations, and encompasses all public information operations related to the incident, including all federal, state, local, tribal, and private organization PIO's or Public Relations staff, and JICs established to support an incident. Key elements include the following:

➢ interagency coordination and integration:

➢ developing and delivering coordinated messages;

➢ support for decision-makers; and

➢ flexibility and adaptability

VII. Demobilization

Demobilization planning helps to:

➢ Eliminate waste in resources.

➢ Eliminate potential fiscal and legal impacts.

➢ Ensure a controlled, safe, efficient, and cost-effective release process.

Demobilization policies and procedures depend on size of incident and may involve:

➢ Fiscal/legal policies and procedures.

➢ Work rules.

➢ Special license requirements.

➢ Other requirements.

For the Company;

Approved: _____   Date: _____
                           Authorized Signature

Title: _____

Approved: _____   Date: _____
                           Authorized Signature

Title: _____

For the Responding Agency;

Approved: _____   Date: _____
                           Authorized Signature

Title: _____

Approved: _____   Date: _____
                           Authorized Signature

Title: _____

CREDENTIALING OF KEY PERSONNEL – **SAMPLE MOU**

[Company Logo]   [Responding Agency Logo]

MEMORANDUM OF UNDERSTANDING
Between

_____

And
Responding Agency

_____

Issue Date	Last Update	Review Date	MOU
			Credentialing

I.   Purpose

The purpose of this Memorandum of Understanding (MOU) is to establish a working arrangement between _____ and the Responding Agency regarding the identification of _____ associates who, due to the nature of their job responsibilities, would be authorized to gain access to any of the Company's facilities following a disaster event that resulted in the building being evacuated.

II.   Background

The objective of this MOU is to identify to the Responding Agency key individuals within the _____ _____ organization who have the authority to identify associates from various recovery teams that should be granted access to the disaster site to help in investigating and assessing the full impact of the disaster event. These individuals who are identified should then be credentialed by the Incident Commander and allowed to continue their efforts in support of the _____ business recovery.

III. Working Agreement

_____ has identified _____ [# of people] with the assigned responsibility of ensuring recoverability of our business. Each of these individuals are to be given the authority to identify other associates who may need access to the disaster site to do a formal assessment of the impact to our business and our recovery efforts. Each of these individuals will, when communicating to the Incident Commander, identify themselves as _____ _____ associates working on our overall recovery and will provide to the Incident Commander the following identification:

- A company-issued badge with;
- Their picture on the front of the badge.
- The company logo on the front of the badge.
- Their name printed on the front of the badge.
- A verification contact number to verify identity, if deemed necessary.

After properly identifying themselves as explained above, any one of these individuals may then identify additional associates who will need to be properly credentialed to enter the site. These credentials are to be provided by the Responding Agency and are to be effective only for the duration of the current disaster event. Once the event has been declared closed, the credentials given to these associates are to be deactivated.

The parties may from time to time amend this MOU in writing, and such amendments, when executed by both parties, shall then become a part of this MOU. This MOU is effective upon signature by the designated _____ and Responding Agency representatives.

This MOU remains effective until either party provides written notice of its intention to end adherence to the terms of the MOU.

For the Company;

Approved: _____   Date: _____
                        Authorized Signature
Title: _____

Approved: _____   Date: _____
                        Authorized Signature
Title: _____

For the Responding Agency;

Approved: _____   Date: _____
                        Authorized Signature
Title: _____

Approved: _____   Date: _____
                        Authorized Signature
Title: _____

Template prepared by the Brown County Local Emergency Planning Committee (LEPC) with funding assistance by the U.S. Department of Transportation, Hazardous Materials Emergency Preparedness (HMEP) Planning Sub-Grant, administered by Wisconsin Emergency Management